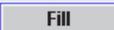
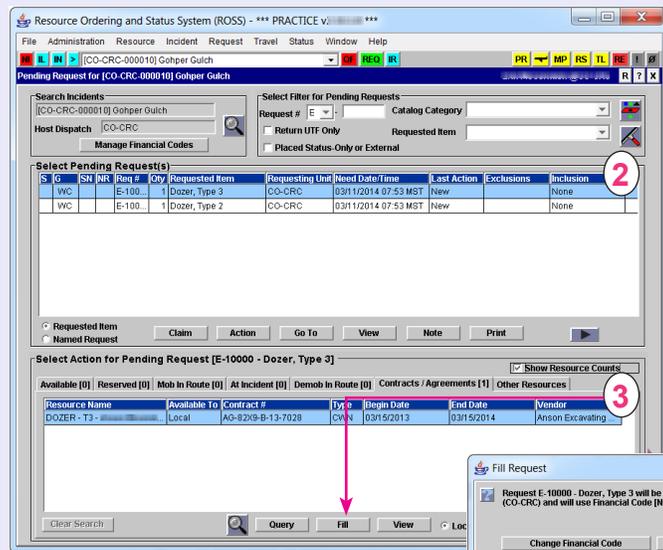


Use this card when you want to create a manifest for CWN and Agreement resources, or to create a manifest for requests to be filled with external resources. The manifest will transfer to the new request when reassigning the resource.

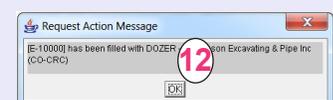
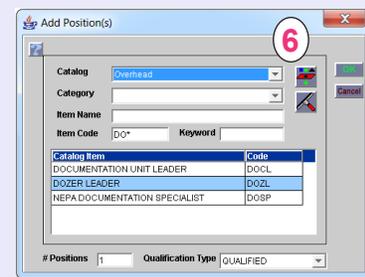
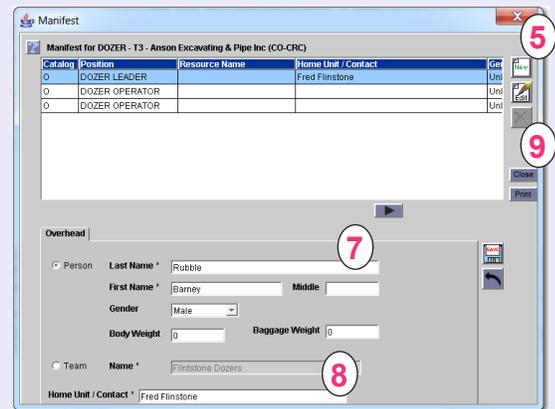
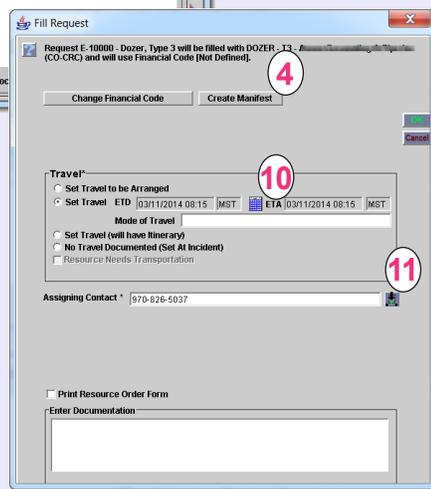
## To create a manifest

- 1 On the **Request** menu, click **Pending Request**, or click 
- 2 On the **Pending Request** screen, search for and click the **Pending Request** of your choice, and then click the **Contracts/Agreements** tab.
- 3 On the **Contracts/Agreements** tab, click the available **CWN** or **Agreement Resource** of your choice, and then click 
- 4 On the **Fill Request** dialog box, click 
- 5 To add a new position to the manifest, click 
- 6 On the **Add Position(s)** dialog box, click the **Catalog Item** of your choice, and then click 

- 7 On the **Overhead** tab, complete the **Person** or **Team** information as appropriate.
- 8 Complete the **Home Unit/Contact** information for that **Person or Team**, and then click 
- 9 Repeat steps # 6 through # 8 to complete the manifest, and then click  when finished.
- 10 Under **Travel**, complete the **Travel Information** as appropriate.
- 11 Complete the **Assigning Contact** box, and then click 
- 12 On the **Request Action Message** dialog box, click 



Unlike a roster, you can not save a manifest for use on another request. However, the manifest will remain with the resource on each assignment.



You may also create a manifest by clicking **Fill** with **Agreement** on the **Action** button.



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